



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> San Francisco, California		<b>2. POSITION NUMBER</b> 00053538	
CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Environmental Scientist	GS	1301	13	
<b>4. Supervisor's Recommendation</b>					
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)			<b>6. NAME OF EMPLOYEE</b> Gambatese, Jason L.		
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)			c. Drinking Water Protection Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 9			g.		
c. Water Division			h. Employing Office Location San Francisco, CA		
d. Tribal and State Assistance Branch			i. Organization Code <i>YAB B0000</i>		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> David S. Albright, Chief, Drinking Water Protection Section			<b>d. Typed Name and Title of Second-Level Supervisor</b> Michael M. Montgomery, Assistant Director, Water Division		
<b>b. Signature</b> 		<b>c. Date</b> 7/31/2014		<b>e. Signature</b> 	
				<b>f. Date</b> 7/31/2014	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
<b>b. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		<b>i. Classifier's Signature</b>	
				<b>j. Date</b>	
<b>REMARKS</b>  <div style="text-align: right;">         Due to reorganization          Previously Classified          New Coversheet Only          Due to Reorganization       </div>					

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<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify This Position					
	<b>b. Title</b>	<b>c. Service</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
Official Allocation	Environmental Scientist	GS	1301	13	000
<b>4. SUPERVISOR'S RECOMMENDATION</b>		Environmental Scientist		GS	1301 13
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> GAMBATESE, Jason		
<b>7. ORGANIZATION (give complete organizational breakdown)</b>					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Region 9			f.		
c. Water Division			g.		
d. Drinking Water Program			h. Organization Code 90920600		
<b>8. SUPERVISORY/MANAGERIAL DESIGNATION</b>					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees; or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Corine Li, Manager, Drinking Water Program			d. Typed Name and Title of Second-Level Supervisor Alexis Strauss, Director, Water Division		
b. Signature <i>Corine Li</i>		c. Date 8/10/2007	e. Signature <i>A. Strauss</i>		f. Date 10 Aug 2007
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION</b>					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		b. Fair Labor Standards Act c. Functional Code 42	
d. Bargaining Unit Code 0016	e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( _____ % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		f. Signature <i>Andrea Lee</i>		g. Date 8/14/07
<b>11. REMARKS STATEMENT OF DIFFERENCE</b>					

## **POSITION DESCRIPTION**

**Title and Series:** Environmental Scientist, GS-1301-13

**Organizational Location:** USEPA, Region 9, Drinking Water Office

**Organization Code:**

**Mail Code:** WTR-6

**Manager:** Corine Li/R9/USEPA/US

**Manager Status:** Permanent

**Senior Office Manager:** Alexis Strauss, Division Director, Water Division

**Introduction:** The Public Water System Supervision (PWSS) program, authorized by the Safe Drinking Water Act (SDWA) was created to ensure safe drinking water for human consumption. The Region 9 Office oversees the regulation of drinking water quality and the reliability of delivery systems in Arizona, California, Hawaii, Nevada, the Navajo Nation, Pacific Trust Territories, and directly implements a PWSS program for all tribally-owned and operated public water systems. Furthermore, Homeland Security Presidential Directive No.7 and the Public Health Security and Bioterrorism Preparedness and Response Act (P.L. 107-188) (a.k.a., Bioterrorism Act) signed in June 2002, established EPA as the lead agency responsible for security of the Nation's water sector and revised the SDWA to lay out a plan for EPA to address security, response and recovery issues facing the water industry due to man-made and natural disasters.

The incumbent serves as a senior PWSS Program Manager for all aspects of the drinking water program for one or more states/territories and a Technical and Policy Specialist for Region 9 on national, regional and state issues regarding drinking water supply, security and operations.

### **Major Responsibilities and Duties:**

A. 1. The incumbent serves as senior State PWSS Program Manager and a Technical/Policy Specialist responsible for the oversight of the state program and acts as the agency representative responsible for the development, promotion, interpretation and implementation of regional and national drinking water program objectives. The incumbent also serves as the drinking water coordinator and SDWA technical advisor, providing technical support and guidance to the regulated community. He/she maintains a high degree of expertise on Federal and state drinking water regulations, particularly the health risks and public health impact due to non-compliance, as well as planning, budget, and financial assistance matters in his/her geographical area of responsibility. Must be knowledgeable of and able to effectively work with the wide variety of federal, state and public agencies, organizations and the general public to support the state drinking water program.

2. The incumbent demonstrates a mastery of concepts, principles, and practices of chemistry, physics, or other physical science discipline, and public health as they apply to source water protection and public water supply systems; intakes, treatment, storage and distribution. Has the ability to assess water system regulatory compliance through inspection, sampling, review and interpretation of monitoring data, and field observation. Has the capability to assess degree of public health risk posed by single or multiple deficiencies due contamination incidents with microbiological, chemical and radiological agents; mechanical or treatment deficiencies; or

sanitary deficiencies throughout the system. Capable of responding appropriately and in a timely manner to non-compliance and public health situations ranging from emergencies to general system deficiencies.

3. The incumbent has experience in representing agency policy and guidance to other agencies and the general public. He/she integrates federal and state programs to ensure efficient allocation of resources; demonstrating optimization of public health improvement and results without duplication and program overlap. Serves as project manager and technical authority for the state drinking water program grants funded under Section 1443(a) of the SDWA. Advises regional managers on state issues and recommends problem-solving approaches.

4. The incumbent represents the Region at meetings with state and local governments, the public, other agencies, and/or professional organizations. Prepares testimony for public hearings and makes presentations on drinking water topics such as regulations and rule implementation at meetings and conferences. Conducts training workshops and participates on national workgroups.

5. The incumbent serves on Agency workgroups to plan and develop operational program activities, including preparing regional input to national policy documents and for the development of national program objectives and national policy.

6. The incumbent independently negotiates the state drinking water program work plans and recommends the award of annual program grants. Ensure that the state program work plan addresses Agency priorities and commitments and conducts program evaluations; including data quality, enforcement, regulations adoption, laboratory capacity, and other core program areas.

7. The incumbent works with senior management at state regulatory agencies to ensure implementation and maintenance of primary enforcement authority for the state drinking water program so that national program objectives are met. Resolve issues such as budgetary and institutional constraints that hinder state performance. Address issues that overlap other media program statutes such as the Clean Water Act; the Comprehensive Environmental Response, Liability Act (Superfund); and the Federal Insecticide, Fungicide, and Rodenticide Act.

8. The incumbent ensures that the state meets all obligations and commitments for maintaining primary enforcement authority for the state drinking water program. Evaluates the state drinking water program for conformance with the requirements in 40 Code of Federal Regulations, Part 142, Subpart B.

9. The incumbent participates in professional conferences and on committees of professional non-profit organizations to increase support for the SDWA. Develops training materials and workshops, attends conferences and committee meetings, and submits articles for professional organization newsletters and journals.

#### Factors

Knowledge Required by the Position

FL 1-8 1550

Mastery of concepts, principles, and practices of chemistry, physics, or other physical science discipline, and public health as they apply to water supply systems, water treatment, and source water protection. Has the ability to serve as a technical authority for the design, development, operation and maintenance of facilities required to ensure the provision of safe drinking water to the public.

Knowledgeable of the Safe Drinking Water Act and implementing regulations, Bioterrorism Act, and other applicable Agency water quality policies and guidelines. Also knowledgeable about the federal and state planning and budget, staffing and resource allocation, and the legislative and rulemaking processes with respect to the drinking water program so the incumbent can evaluate and advise a state on administrative aspects of the state drinking water program.

Mastery of concepts, principles and practices of security and counterterrorism measures, and emergency response planning for the protection of public health and water system critical infrastructure, and system response and recovery from a terrorist attack or natural disaster.

Ability to represent Region/Agency on drinking water program related matters to the wide range of stakeholders in various forums such as program workplan negotiations, meetings, and making presentations at conferences, developing and providing training on the drinking water regulatory program and/or security.

Candidate must have or qualify for and obtain a top secret security clearance commensurate for access to secure information regarding water utilities.

SUPERVISORY CONTROLS

FL 2-4 450

Manager for the Drinking Water Office makes assignments in the form of broad, general objectives with broad overall priorities and timeframes for completion. The incumbent recommends and develops the various specific tasks and work products that are to be done and establishes the intermediate milestones, schedule and priorities. The incumbent independently plans and performs own work, resolving complex technical, programmatic, and/or administrative problems, recommending solutions and displaying a high degree of initiative and independence in achieving objectives and completing tasks. The incumbent regularly represents the Agency in dealing with the public and state(s), other federal and local agencies. The incumbent renders advice independently but keeps supervisor informed of major or controversial issues. The supervisor reviews completed work for general consistency with the original objectives and Agency policy and guidance.

GUIDELINES

FL 3-4 450

Guidelines are generally broad and nonspecific. Employee is required to use resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or, to resolve situations where precedents are

not available or applicable.

COMPLEXITY FL 4-5 325

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often-new theories or methodologies; involve synthesizing national goals, objectives and priorities into regional applications; or, involve developing material to supplement and interpret Headquarters guidelines. The work requires originating new techniques, establishing criteria or developing new information.

SCOPE AND EFFECT FL 5-5 325

The purpose of the work is to serve as a technical authority and provide the guidance and leadership to develop essentially new or significantly improved techniques in order to devise solutions to problems that may involve delicate coordination or negotiation of major consequences. Efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs.

PERSONAL CONTACTS 30 180

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state, tribal and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials.

PURPOSE OF CONTACTS

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

PHYSICAL DEMANDS FL 8-1 5

The work is largely sedentary in nature, however, during field visits, inspections of water systems, or conducting vulnerability assessments, there is considerable physical exertion such as walking, bending, and climbing.

WORK ENVIRONMENT FL 9-1 5

Work is generally performed in an office environment with some travel to attend meetings, participate and present at symposia or conferences. When on-site presence is necessary to conduct sanitary surveys investigate water-borne disease outbreaks, conduct public meetings, and conduct vulnerability assessments, there can be regular exposure to construction and operation conditions such as noise, particulate matter, machinery, and process waters under treatment containing chemicals, bacteria and toxic materials

Total = 3290

(3155 - 3600)

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